



Verification	Originator	Approved	Issued
Initials	ST	ST	ST
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**TITLE: COFL-FF-EP-4.4.4-1 Documentation Procedure**

**Person responsible:** ESMS Coordinator

**Area of application:** Fleet Fenceline

**Document location:** [www.fortlauderdale.gov/ESMS](http://www.fortlauderdale.gov/ESMS)

### Revisions

Rev. No.	Date	Description
001	10/13/15	Changed Management Review Team to ESMS Core Team.

### Recurring action items

Activity	Responsibility	Frequency
1. Develop / Revise Environmental Procedures (EP)	Program Manager/ESMS Coordinator/FF Team	Annually or as needed
2. Develop / Review / Maintain document control system	ESMS Coordinator	Annually
3. Determine / Distribute controlled documents	Program Manager/ESMS Coordinator	According to control of document procedure
4. Monitor and evaluate the application and effectiveness of the operational controls.	Program Manager/ESMS Coordinator/ESMS Core Team	Annually or more frequently as needed



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## 1.0 Purpose

- 1.1 The purpose of this procedure is to establish practices related to the documentation of the core elements of the environmental & sustainability management system (ESMS) for the City of Fort Lauderdale Fleet Fenceline. This procedure describes the method by which personnel understand the interaction of the environmental documents and the flow of information between various types and levels of ESMS documentation.

## 2.0 Scope

- 2.1 This procedure is responsive to element 4.4.4 Documentation, of the ISO 14001:2004 standard and covers operations of the City of Fort Lauderdale Fleet Fenceline.
- 2.2 This procedure describes the type of documents that the City of Fort Lauderdale will establish to describe the core elements of its ESMS.

## 3.0 Responsibility

- 3.1 The **ESMS Core Team** is responsible for reviewing and the Management Review Team will approve this procedure during the Management Review and any changes to it.
- 3.2 The **ESMS Core Team** will ensure the designated environmental documents are maintained and reviewed per the applicable procedure.

## 4.0 Definitions



- 4.1 Refer to **COFL-FF- EP-4.4.4-2 Related Definitions Procedure**.

## 5.0 Process

- 5.1 The ESMS document structure will provide a framework for informing personnel of what is required to achieve the set environmental objectives and for evaluating the environmental performance and effectiveness of the ESMS.
- 5.2 The **ESMS Core Team** will establish at least one procedure for each element of the ISO 14001:2004 standard as the core of the ESMS documentation. **COFL-FF-ED-4.4.5-2 Master Document & Review Matrix** identifies the environmental policy, environmental procedures (EP), environmental documents (ED), standard operating procedures (SOP), forms (F), records and other relevant documents for each section of the ESMS. The **ESMS Core Team** shall use **COFL-FF-ED-4.4.4-3 Core ESMS Documentation Checklist** as a means to determine if the requirements for the ISO 14001:2004 standard are met.
- 5.3 The ESMS documents are maintained through document control protocol detailed in **COFL-FF-EP-4.4.5-1 Control of Documents Procedure**. This procedure will provide the structure and numbering for each element as required by the standard.
- 5.4 Documents of external origin determined by the **ESMS Core Team** necessary for the planning and operation of the ESMS must be identified and their distribution controlled. This may include equipment and product service / maintenance information, owner's manuals, and installation instructions (either hard copy or electronic).
- 5.5 A documented description of the fence line for the ESMS is located **COFL-FF-ED 4.1 General Requirements** and electronically at [www.fortlauderdale.gov/ESMS](http://www.fortlauderdale.gov/ESMS).
- 5.6 The ESMS is communicated to employees via provisions set forth in **COFL-FF-EP-4.4.3-1 Communication Procedure**.
- 5.7 The **Program Manager** will use the ESMS audit and nonconformance processes to ensure that the guidelines in this procedure are adhered to. When modifying this procedure or the ESMS document structure as the result of an ESMS Audit or the identification of a Nonconformance, the decision-making process and outcome must be consistent with the processes as detailed in the **COFL-FF-EP-4.5.3-1 Nonconformity, Corrective & Preventive Action Procedure** and **COFL-FF-EP-4.5.5-1 Internal Audit Procedure**.



- 5.8 The **ESMS Core Team, Program Manager and ESMS Coordinator** will review and endorse the core environmental procedures (EP). The status of the ESMS and its related documents will be summarized as needed at the regularly schedule Management Review as detailed in **COFL-FF-EP-4.6-1 Management Review Procedure**. This review will be documented and attendance recorded (i.e., agenda, sign in sheets and meeting minutes).

## 6.0 References / Related Documents

- 6.1 COFL-FF-EP-4.4.5-1 Control of Documents Procedure
- 6.2 COFL-FF-EP-4.4.4-2 EMS Related Definitions Procedure
- 6.3 COFL-FF-ED-4.4.5-2 Master Document Matrix
- 6.4 COFL-FF-ED-4.4.4-3 Core EMS Documentation Checklist
- 6.5 COFL-FF-EP-4.4.3-1 Communication Procedure
- 6.6 COFL-FF-EP-4.5.3-1 Nonconformity, Corrective & Preventive Action Procedure
- 6.7 COFL-FF-EP-4.5.5-1 Internal Audit Procedure
- 6.8 COFL-FF-EP-4.6-1 Management Review Procedure
- 6.9 COFL-FF-ED-4.4.4-4 Documentation Annual Review Maintenance